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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 4500.1**Effective Date: February 24,
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Request Notification of Change (NASA Only)

Subject: Administration of Property in the Custody of Contractors

Responsible Office: Logistics Management Division[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |
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Appendix A. Definitions

Administratively Controlled Equipment. Equipment located within a NASA Center that does not meet the criteria for recordkeeping within NASA's property management information systems.

Contracting Officer. A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. "Administrative contracting officer (ACO)" refers to a contracting officer who is administering contracts. "Termination contracting officer (TCO)" refers to a contracting officer who is settling terminated contracts. A single contracting officer may be responsible for duties in any or all of these areas. Reference in this regulation (48 CFR Chapter 1) to administrative contracting officer or termination contracting officer does not—(1) require that a duty be performed at a particular office or activity; or (2) restrict in any way a contracting officer in the performance of any duty properly assigned. (See FAR 2.101).

Contractor-Acquired Property. Property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title. (See FAR 45.101).

Controlled Equipment. Equipment that meets the criteria for control and recordkeeping under NPR 4200.1, 3.1.2.2.

Cooperative Research and Development Agreement. An instrument that provides authority for and sets the terms and conditions for Federal laboratories to conduct collaborative research and development activities with other governmental entities, persons, or corporations.

Cost Accounting Standards. Regulations governing the treatment of contract costs. (See FAR Part 31).

Customary Commercial Practice. A documented practice or standard accepted across an industry developed through a consensus process limited to that industry.

Export Administration Regulations. (See NPR 2190.1).

Federal Acquisition Regulation. The codification and publication of uniform policies and procedures for acquisition by all executive agencies. (See FAR 1.101).

Federal Automotive Statistical Tool. An automated system developed to assist Federal Government fleets in meeting the data reporting requirements of Executive Order 13423 "Strengthening Federal Environmental, Energy, and Transportation Management," the Energy Policy Acts of 1992 and 2005, the Energy Independence and Security Act of 2007, the General Services Administration's SF82 "Agency Report of Motor Vehicle Data," and the Office of Management and Budget's Circular A-11 "Preparation, Submission and Execution of the Budget."

Federal Management Regulations. The successor regulation to the Federal Property Management Regulations (FPMR). It contains updated regulatory policies originally found in the FPMR. (See FMR § 102-2.5)

Federal Standard Requisitioning and Issuing Procedures. A requisitioning system available to Federal civilian agencies and authorized contractors for ordering supplies from the General Services Administration (GSA).

Government Furnished Property. Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract. (See FAR 45.101).

Government Property. For the purpose of this document Government property is all property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software. (See FAR 45.101). **Historic Preservation Officer.** A NASA employee who is designated by the Center Director and given the responsibility to manage cultural resources at the Center or Component Facility, if any, pursuant to NHPA, ARPA, NAGPRA, and other legal authorities. (See NPR 8510.1).

Industrial Property Officer. The individual appointed by the Center Director to manage and coordinate property matters among the various contracting officers, technical officials, contractor officials, delegated property administrators, and plant clearance officers. Generally, that individual is responsible for the entire contract property management function. (See NFS 1845.5).

Industry Leading Practice and Standard. A documented, proven practice or standard that exceeds common industry practice or standard in performance or effectiveness and in cost control. Industry leading practices and standards prove increased performance or effectiveness, in addition to decreased or constant cost through their acceptance and publication in refereed, professional journals.

Installation Accountable Government Property. NASA property that is located within a NASA Center or installation; is accountable to that Center or Installation; and is recorded on that Center or Installation's property management records, regardless of whether it is being used by a contractor or civil servant.

International Traffic in Arms Regulations. Regulations promulgated by the U.S. State Department that control the import and export of Defense-related property and services.

Letter of Delegation. A document that provides an individual limited authority to perform a function for another individual.

Military Standard Requisitioning and Issuing Procedures. Uniform procedures, data elements and codes, formats, forms, and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, materiel issue/receipt, lateral redistribution, and materiel return processes

NASA FAR Supplement (NFS). The codification of NASA specific requirements for contract issuance and management and of requirements for contractors. NFS is a document that, along with the Federal Acquisition Regulation (FAR), establishes uniform policies and procedures relating to the procurement of property and services. The NFS applies to all purchases and contracts made by NASA for property and services that obligate appropriated funds.

NASA Form 1018 Electronic Submission System. The system used by contractors to provide annual financial reports of NASA property in their custody.

NASA Property, Plant, and Equipment (PP&E) System. The Integrated Asset Management (IAM), Property, Plant, and Equipment (PP&E) System used throughout the Agency to identify, control, and account for Government-owned equipment acquired by or in use by NASA and its onsite NASA contractors under the NASA FAR Supplement (NFS) clause 1852.245-71 (Installation Accountable Government Property).

Plant Clearance Automated Reutilization and Screening System. The DoD system that is used by NASA contractors for the disposition of Government-owned contractor inventory when it is no longer required for contract performance, the property is not located on a NASA Center or installation, and there is a delegation of plant clearance functions to the Defense Contract Management Agency.

Plant Clearance Officer. The authorized representative of the contracting officer, appointed in accordance with Agency procedures, responsible for screening, redistributing, and disposing of contractor inventory from a contractor's plant or work site. The term "Contractor's plant" includes, but is not limited to, Government-owned contractor-operated plants, Federal installations, and Federal and non-Federal industrial operations, as may be required under the scope of the contract. (See FAR 2.101).

Property Administrator. The authorized representative of the contracting officer appointed in accordance with Agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a contractor. (See FAR 45.101).

Property Disposal Officer. The PDO, appointed by the Center Director, is responsible for the Center's screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property. This

includes transfer, exchange, sale, and abandonment or destruction of NASA-owned personal property, as well as acquiring other Federal agencies' excess personal property for NASA's use in order to reduce NASA's new procurement and infrastructure costs. (See NPR 4300.1).

Property Management System. The documentation of and performance of property management activities.

Property Management System Audit. A review of the contractor's performance of property management to determine compliance with contractual requirements and the contractor's documented property management plans, standards, practices, and processes.

Proposed Property Plan. The written consolidation of the contractor's standards, processes, policies, schedules, metrics, and reports that are provided to NASA in response to the requirements of NASA FAR Supplement solicitation provision 1852.245-80 and other solicitation instructions related to GP management.

Small Business Innovative Research. A highly competitive program that encourages domestic small businesses to engage in Federal Research/Research and Development (R/R&D) that has the potential for commercialization.

Space Act Agreement. Agreements under the authority of the National Aeronautics and Space Act which are necessary for the conduct of NASA's work. (See NPR 1050.1).

Special Test Equipment. Either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies of equipment including foundations and similar improvements necessary for installing special test equipment and standard or general purpose items or components that are interconnected and interdependent, so as to become a new functional entity for special testing purposes. Special test equipment does not include material, special tooling, real property, and equipment items used for general testing purposes or property that with relatively minor expense can be made suitable for general purpose use. (See FAR 2.101).

Special Tooling. Jigs, dies, fixtures, molds, patterns, taps, gauges, and all components of these items, including foundations and similar improvements necessary for installing special tooling, that are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. Special tooling does not include material, special test equipment, real property, equipment, machine tools, or similar capital items. (See FAR 2.101).

Supply and Equipment Management Officer (SEMO). The SEMO is the principal official appointed by the Center Director for functional administration of supply and equipment management at the Center. (See NPR 4200.1)

Voluntary Consensus Standards. Standards developed or adopted by voluntary consensus standards bodies, both domestic and international. (See OMB Circular A-119).

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